

## **Uxbridge Cable Advisory Committee**

### **January 29, 2014 Meeting Minutes**

**Uxbridge Cable Advisory Committee Members present;** Alfred Butler, Tim Rice, Mark Stacy, Jim Hogan, Joe Leonardo, director of Uxbridge Community Access Television (UCAT) Barry Giles and Town Manager Sean Hendricks.

It being 5.00 PM, the meeting being properly posted, duly called and a quorum being present, Chairman Butler called the meeting to order and led the gathering in the Pledge of Allegiance.

NOTE that this is the CAC's second meeting for January 2014. Mr. Hendricks has requested a special meeting to discuss topics listed below.

#### **New Business;**

- Budget Discussion with Town Manager

#### **Old Business:**

- Members issues
- Sign policy and procedures manual

#### **New business**

##### **Salary increase for Mr. Giles**

Sean Hendricks opens with a discussion on proposing a salary increase for Barry Giles. This increase will be to \$55K per year, which is \$5K below the average salaries for the duties performed by Mr. Giles.

This increase will start on July 1st, 2014 and there will be milestones attached to the position for proper evaluation. If the director of Uxbridge Community Access Television meets those milestones, a \$1.5 increase will be approved starting in FY 2015.

Mr. Hendricks also would like to set up training for all UCAT employees as well. This training costs (estimated to be \$5K per year will be expensed from the existing CAC budget, listed under Professional Services. From the \$29K capital budget, \$5K will be moved to Professional Services to cover training.

The increase will need to be voted by the cable access committee on February, 2014. This must be done so the request can be forwarded to Mr. Hendricks for his March 1st budget evaluation.

Joe Leonardo made a motion to the committee for the CAC to meet in February 2014 to approve the salary for Barry Giles. Seconded by Al Butler, the motion was unanimously approved.

#### **New ideas**

Mr. Hendricks has proposed some new ideas on how the CAC can further benefit the public by looking at connecting all of the town buildings with fiber optic. This is a public safety issue and currently with the buildings being disconnected the issue arises when the public tries to call into one service department and with that department not being on call, the message is not forwarded to a central point.

There was a recommendation by Barry Giles to meet with Mr. Cohen of Charter Communication to determine if the fiber connections are still an outstanding item that Charter still needs to address per the CAC contract or at least evaluate the cost of connecting the public buildings.

Tim Rice made a motion to the committee for the CAC to investigate the recommendation of addressing this public safety issue, seconded by Joe Leonardo, the motion was unanimously approved.

With the recommendation from Mr. Hendricks on serving the community with new projects, Jim Hogan recommends that CAC reserve a minimum amount of money to prevent possible shortages.

#### **Old business**

The policies and procedures manual was signed by all members as well as the December 2013 and January 2014 minutes.

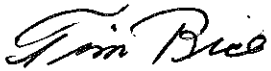
Motion by Mark Stacy to adjourn the meeting at 6:30 was made; it was seconded by Joe Leonardo, the motion carried unanimously.

Respectfully submitted by Al Butler

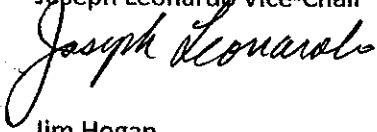
Alfred Butler Chairman



Tim Rice Member

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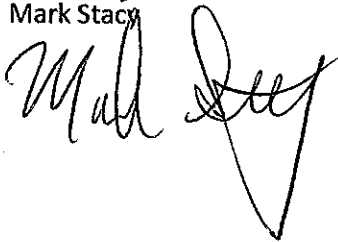
Joseph Leonardo Vice-Chair

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Jim Hogan

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Mark Stacy

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